

Waterbury Water/Sewer Commissioners Meeting

Monday, October 22nd, 2012

Waterbury Municipal Offices at Main Street Fire Station

Present: P.H. Flanders, Chair; M. Alberghini, Commissioner; W. Shepeluk, Municipal Manager; Alec Tuscany, Public Works Director; Bill Woodruff, Staff; Pete Krolczyk, Staff; Courtney Nelson, Staff; Steve Lotspeich, Staff

Guests: Ed Patterson, Duxbury-Moretown Fire District #1 Prudential Committee Chair; Jeffrey Poitras, Prudential Committee; Richard Catchpaw, DMFD Prudential Committee; Jack Myers, Stantec Consulting

This meeting was called to order at 4:35pm.

CURRENT CONTRACT GRIEVANCES WITH DUXBURY-MORETOWN FIRE DISTRICT #1 (DMFD):

E. Patterson expressed his appreciation for the recent communication with B. Woodruff regarding hydrant flushing and results, and Woodruff shared details of the report. Patterson discussed the Prudential Committee's opinions on several aspects of the proposed Standard Operating Procedure, and concluded the following points:

Gallon reading meters are not compatible with current Village equipment. All meters that have been changed to gallon-reading meters will be converted to cubic feet readers in a timely manner. They also requested that the Village communicate with the DMFD regarding what items and equipment are stocked so that the Prudential Committee may maintain inventory of their own. Because there will not be enough time to convert all meters before the next meeting, J. Poitras agreed to provide a detailed list of current meters to C. Nelson prior to the end of the month.

The Prudential Committee would like to maintain some responsibility for utility-shut offs. It was agreed that they may maintain responsibility for all aspects of the shut off process, but that copies of any communication sent must be submitted to the Village for their knowledge.

Payments will continue to be submitted to the Village Billing Clerk (Nelson) for deposit. If delinquent payment is required, that payment will be directly mailed to the DMFD, then delivered to the Municipal office to be credited to the account and deposited.

All parties were in agreement as to the Standard Operating Procedures. Shepeluk agreed to draft a letter of understanding to be reviewed by the Prudential Committee and signed by both the Waterbury Water and Sewer Commissioners and the DMFD Prudential Committee.

In addition, Patterson asked for more information about the Village's current process for main line valve exercising. Woodruff agreed to look into the current plans and work with Patterson to develop a schedule for valve exercising.

CDBG (Community Block Development) GRANT:

S. Lotspeich presented the board with a memo from Megan Rivera. He explained that the Village had been deemed ineligible for a Hazard Mitigation Grant due to the fact that less than three Flood Events had occurred. He explained the details of both the nature of the CDBG grant and how the funds would be used. The Commissioners had previously approved a local match in the amount of \$37,375 for the possibility of this grant. Lotspeich requested that the board review the updated budget schedule and approve the submission of the grant, approving the updated local match promise of \$38,339. **At the request of Lotspeich, D. Anderson moved to support and approve the local match of \$38,339 and to authorize Flanders to sign the letter signifying the promise of the local match funding. M. Alberghini seconded the motion. A vote was held, and the motion passed unanimously.**

PHOSPHOROUS UPGRADE PROJECT:

Tuscany discussed the current status of the Wastewater Phosphorous Upgrade Project. Both pilot tests are complete, and findings have been reported. Tuscany shared residual process concerns and conclusions regarding how to improve. At this time, the initial report prepared by Stantec Consulting has been submitted to the State of VT. Tuscany, Krolczyk, and Jack Myers of Stantec have had various discussions regarding their concerns relating to storage within this project. Stantec recommended the CoMag process, however it has been strongly suggested that additional drying beds as well as the addition of a storage bunker to allow for further drying of sludge be added to the proposal. Cost wise, this project would result in an increase of \$80.00-\$100.00 per year per equivalent unit, and would require a local match of \$340,657 over 20 years. The State of VT is fully aware of the additional concerns regarding storage. **At the request of Tuscany, Alberghini moved to endorse the recommendation to revise the executive summary report by Stantec to add the**

additional drying beds and storage bunker and resubmit. Anderson seconded the motion. A vote was held, and the motion passed unanimously.

MONTHLY PROGRESS REPORTS:

Woodruff discussed the water department progress report for October Tuscany discussed several points of concern within the public works department, including the following:

It has been requested that the Village of Waterbury take over responsibility of the sewer line at Demeritt Place, currently owned and maintained by Pilgrim Partnership. **At the recommendation of Tuscany, Anderson moved to accept the responsibility of the Demeritt Place sewer line that was built and is currently maintained by Pilgrim Partnership. Alberghini seconded the motion and the motion passed unanimously.**

Tuscany expressed continued concern on the service life of the two Thatcher Brook sewer crossings. He discussed possible alternatives, including relocating the sewer on Stowe Street by utilizing directional boring. Shepeluk also discussed the possibility or re-routing that line to continue down route 100, instead of crossing through Stowe Street. No action was taken.

BUDGET REVIEW:

Shepeluk discussed the current budget reports. Several projects on both the wastewater and water budgets have not been completed for 2012 as planned. Revenues are about equal with what was expected.

CUSTOMER REQUESTS:

O'NEILL:

Carol O'Neill had submitted a letter requesting that the board waive the penalties and interest on her account, leaving a total account delinquency of \$10,000.00 even. Currently Ms. O'Neill's balance has accrued to \$11,885.00. The last payment made by Ms. O'Neill was in February 2012 in the amount of \$5,000.00, and since then has made no further attempt to make payment and/or communicate regarding payment status. The board came to a mutual agreement not to reduce the balance, and instead require Ms. O'Neill to work with Shepeluk to develop a reasonable payment plan and discuss her proposed financing. In addition, the board agreed to require Ms. O'Neill to complete a direct debit agreement for all new charges, as well as continue to make reasonable monthly payments to clear up the past delinquencies.

LEBLANC:

Nelson presented a request from Ray LeBlanc, Huntington Place resident, requesting that the late fees be waived from his account. Mr. LeBlanc's address had been incorrectly entered in the billing system, and was being sent to "Partridge Rd, Barre" instead of "Partridge Farm Rd, Barre". In the past, it appears that the post office has forwarded this bill to the correct address, but failed to do so for the last bill. Nelson has since changed the address so all future mail should be delivered correctly. Anderson moved to waive the late fees from Mr. LeBlanc's account. Alberghini seconded, and the motion passed unanimously.

APPROVAL OF MINUTES:

Flanders moved to approve the minutes of the September 24th meeting. Alberghini seconded the motion, a vote was held and it passed unanimously.

There being no further business, the meeting was adjourned at 6:55pm.

Respectfully submitted,

Courtney Nelson, Utilities Billing Clerk

Approved by: _____ Date: _____